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| PIT-crest_trans bw | **Pennsylvania Institute of Technology****Official Withdrawal Form from College** New**:** Date, 2010H. Matthew Meyers, President Supersedes: Date, 2009 **Applicable Department(s)** **Primary/Owner: EX** **Secondary: ALL** |
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**Student Name: Social Security Number (last four digits) :**

**Campus: Media Current Term Enrolled (Current Academic Term):**

***Please select one of the following:***

** Academic Personal Financial**

**If personal, please choose one:  Childcare or caretaking responsibilities Housing or Food Insecurity Concerns**

**If Financial, please choose one:  Employment is interfering with school Payment Plan/external bills**

***Enter Narrative Reason for Requesting Withdrawal:***

**Student Signature (By Phone or Email): Date:**

**BEFORE YOU WITHDRAW MAKE SURE YOU CONTACT THE FOLLOWING DEPARTMENTS:**

**X Student Services: Officially withdraw from the College**

** Financial Aid: Check your financial aid file & Complete an Exit Interview**

** Business Office: Finalize your account**

 **FOR OFFICE USE ONLY**

**Original Start Date: Last Date Attended: Withdrawn by:**

**Student Svc’s Signature: Date: Official withdrawal date:**

**Student Svc’s Comments:**

**Business Office Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Office Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Aid Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exit Interview Complete:  Yes  No**

**Date Exit Interview Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_File Complete:  Yes  No**